

The Rotary Club of Eureka

The Sign & Ruth Smith Fund Grant Process

Description of The Grant Process

The Sign Smith Committee of the Rotary Club of Eureka meets annually. All grant requests received since the previous annual meeting will be considered. Previously considered grants are not re-considered automatically. They must be re-submitted.

Requestors will be notified of the Committee's decision subsequent to each annual meeting.

The amount of funding available varies each year. We do not know in advance what our funding levels will be. They are determined for us annually by the Humboldt Area Foundation and are subject to their limitations.

Who does the Rotary Club of Eureka want to fund? The Sign & Ruth Smith Funds are meant to fund significant community projects. In the past, we have helped to fund the library construction, St. Joseph Hospital construction projects, the Cutten baseball fields, soccer fields, and various other large projects.

Recipients are chosen by a committee made up of the Past Presidents of the Rotary Club of Eureka. The Board of Directors of the Rotary Club of Eureka must confirm the choice(s). The selection criteria are primarily based upon the benefit to the community and the number of people who will be served by the project.

We would like this grant to be sufficient enough for you to fully complete your project. If you have matching funds in place from another source, we will participate as long as all the funds together will complete the project in full.

These grants are for special projects. They are a one-time funding and are not meant to fund an organization from year to year.

The Rules:

- Grant applications are due by October 1st
- Grants are awarded at the sole discretion of the Rotary Club of Eureka.
- The grant is public information. Rotary may use any part of your application to promote our program or to provide public information.
- If you are awarded funds, you will be requested to assist us in spreading word of our program. We will request that you provide a "thank you" letter on your letterhead giving a general description of what you were able to accomplish with the grant. Rotary may publish that letter.
- Also, if you purchased hard assets with the grant funds, you must acknowledge the financial support on the asset. It will state "Funded by the Ruth and Sign Smith Endowment Fund, Rotary Club of Eureka". It must be made of permanent

material. The design and size of the sign shall receive prior approval of the Rotary Club of Eureka board and will be at your expense.

- Grants are always awarded at a public venue, usually at a Rotary meeting. You will be required to appear for the presentation of the funds.
- Rotary grant funds are to be used only for the purposes for which the grant was made. You agree to provide the Rotary Club a written report detailing the use of grant funds within 90 days after the funds are expended.
- Every 90 days, until the project is complete, you agree to provide the Rotary Club of Eureka with a detailed report depicting the expenditures of the funds. You then agree to provide one final report showing the total expenditures.
- The Rotary Club of Eureka may wish to allow its members to inspect the job by holding one of its weekly meetings at the project site. You agree to allow that possibility and obtain access for the Club.
- If the terms of these rules are not followed, you agree that the Rotary Club may recover all of the grant funds.

The application and instructions are enclosed below.

Application Instructions

Please complete the application as accurately as possible. When we ask what the money will be used for, please feel free to attach a separate sheet for additional information. The more detail that we have, the easier it is to make a decision.

It is especially important that we can determine that the grant will complete an entire project.

Also, it helps to know about you. Please attach information about your organization; its history, and its operations.

Again, a condition of the funding is that you agree to abide by our rules regarding the labeling of assets, providing letters, and appearing at a grant presentation.

Mail the completed package to:

Rotary Club of Eureka
Sign & Ruth Smith Grant Committee
P.O. Box 65
Eureka, CA 95502-0065.

or email to:
rotary.nancydean@gmail.com

Rotary Club of Eureka

Sign & Ruth Smith Grant Application

Agency Name & Address

Contact Person

Title

Contact Phone (not for publication)

Contact email (not for publication)

I certify that the attached grant application and all attachments are true and complete to the best of my knowledge. I have the authority to bind the organization to the Rotary Small Grant rules and, if funded, will do so.

Signature

Date

Title

What is the dollar amount of your request? _____

What will these funds be used for? Please be as specific as possible. Details of costs and quantities are important. Attach extra sheets if necessary.

Exactly who will be served by this grant? How many people will benefit?

Will you be billing anyone for the use of the assets purchased with the grant funds? If so, who?

Why is this money not budgeted into your normal annual budget?

If this is a capital item, how are you going to provide ongoing maintenance?

How will you provide for the asset's eventual replacement?

If we do not fund this request, what are your agency's plans?

What other efforts is the agency putting forth, or is willing to put forth, to accomplish this project? Is there "sweat equity" or matching funds available?

What percentage of the agency's income is provided by community donations, and what percentage is provided by billings or sales?

Are you an "Exempt Organization" as defined by the Internal Revenue Service? If so, under which Code Section?